	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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INFORMATION MEMORANDUM

TO: Head Start, Early Head Start and Migrant Head Start Grant Holders and Delegate Agencies

SUBJECT: Head Start Program Information Report, 2007-2008

INFORMATION:

The 2007-2008 Head Start Program Information Report (PIR) data collection will begin Monday, May 12th. All Head Start, Early Head Start and Migrant Head Start grantees and delegate agencies that served children for any length of time during the enrollment year are required to submit a PIR. New programs that have not yet begun serving children are not required to report.

The PIR is an important source of comprehensive data on Head Start programs at the national, regional, and program level. It provides information about the number of children served, staffing, program services and activities, and other areas of importance to national policymaking. PIR information is also used by the Administration for Children and Families to respond to Congressional and public inquiries about the program. PIR information is essential for compiling the Biennial Report to Congress on the Status of Children in Head Start Programs, a report required under the Head Start Act.

ONLINE PIR REPORTING SYSTEM

All programs are required to submit the PIR through the online PIR Reporting System at https://www.pirweb.net. Online reporting is the most efficient and timely way to collect your program information. Programs that complete their reports online have the added benefit of receiving immediate access to informative reports on their program, including Performance Indicators, Enrollment and Health Services statistics.

Alternative reporting methods will be arranged on an exception basis only for those programs that do not have the technical capabilities to report via the web.

2008 REPORTING INSTRUCTIONS AND USER MATERIALS AVAILABLE ONLINE

Reporting instructions and user materials are also available for download at https://www.pirweb.net. Please note that delegate agencies should check with their grantees about how the grantee prefers the delegate agency PIR report be submitted.

DUE DATE

The deadline for submission of the 2008 PIR is August 29, 2008. Programs that do not operate year-round are encouraged to submit their reports earlier while program staff members are still available to provide any necessary information.

CONTACTS FOR ASSISTANCE

If you have any questions concerning your PIR, please contact Xtria at 1 (866) 517-1247 for further assistance.

Thank you for your participation in this important reporting process.

 / Patricia E. Brown /

Patricia E. Brown
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